



SCHOOL OF ARTS & HUMANITIES
INTERNSHIP EVALUATION FORM
CLAREMONT GRADUATE UNIVERSITY

Name of Student:

Sponsoring Organization:

Address:

Supervisor:

Contact Number:

E-mail Address:

Internship Dates:

May we continue to refer you and your organization for future internship placements for Arts & Humanities Students?

Yes

If yes, please indicate who to contact (in addition to yourself)

Please list any future internship opportunities your organization maybe willing to offer

No (If no, Please share comments)

Comments and Evaluation of Student's Performance

The Student-internship should be understood and evaluated as a professional experience, including the expectation that the student has completed a **minimum of 100 hours** of experience in your organization.

Please evaluate the contribution of the student intern according to particular activities and/or duties held in your organization. Please also include any areas of improvement that you would like to see in future interns if you or your organization decides to host other interns in the future.

This form can be used as a guide in evaluating the performance of the student intern for your organization. Please feel free to write a personal letter of evaluation for the student if you prefer.

How would you assess the student's overall performance as an intern for your organization?

- Excellent
- Very Good
- Good
- Average
- Satisfactory
- Fair
- Poor

Internship Site Supervisor Signature

Date

Contact Information:

School of Arts and Humanities
121 East Tenth Street
Claremont, California
91711
(909) 621-8612 (phone)
(909) 607-1221 (fax)